



March 15, 2017

TO: Debra S. Larson, Provost and Vice President for Academic Affairs
James A. Hyatt, Interim Vice President for Business and Finance
Drew Calandrella, Vice President for Student Affairs
Ahmad M. Boura, Vice President for University Advancement

FROM: Gayle E. Hutchinson
President

RE: Delegation of Authority - Travel

SUPERSEDES: April 29, 2013, July 1, 2013, March 3, 2014 & March 1, 2015
Delegation of Authority - Travel

I hereby delegate travel approval to the Vice Presidents. Vice Presidents can re-delegate this authority to their direct reports who hold the ranking of MPP III and above.

Attached are examples of both travel approval and travel expense claim delegations.

The following table highlights the different types of travel with travel approval and claim procedures for CSU, Chico:



Type of Travel	Travel Approval
President & Spouse International	Chancellor or Exec Vice Chancellor
President & Spouse Domestic	Chief Financial Officer
Provost/Vice Presidents	President
All International	President
All Out of State	Provost/Vice Presidents can delegate within division to MPP Admin III or above *
All In State	Provost/Vice Presidents can delegate within division to MPP Admin III or above *

* For more information regarding Signature Authority for Travel Forms, please visit: <http://www.csuchico.edu/ap/signature-authority-travel-forms.shtml>.



Travel – Signature Authorization

As of **March 2017**

EXAMPLE A

Division - *Business and Finance*
Interim Vice President - *James Hyatt*

VP can delegate who
can approve travel
request forms

The following signatures must be included on travel forms:

Department	Travel Request Approval	Travel Expense Claim (TEC)	Position/Title
Business Information Technology Services	VP	Rebecca Cagle	Director of Payroll, Human Resources Information Systems, & Business Information Technology Services
Business Services	VP	Dale Wymore	Director of Business Services
Environmental Health & Safety	VP	Marvin Pratt	Director and Radiation Safety Officer
Facilities Management Services	Durbin Sayers	Durbin Sayers	Interim Director of FMS
Financial Services	Stacie Corona	Stacie Corona	AVP Financial Services
Human Resources	Sheryl Woodward	Sheryl Woodward	AVP for Staff Human Resources
Planning, Design & Construction	VP	Sandra Beck	Director of Planning Design & Construction
Risk Management	VP	Michael Thorpe	Risk Manager
Staff Council	VP	James Hyatt	VP
University Budget Office	VP	Jeni Kitchell	Director University Budget Office
University Police	VP	John Feeney	Chief of Police
Vice President B&F Office	VP	James Hyatt	VP

The following applies when approving Travel Expense Claims:

- Chief Financial Officer (VP for Business and Finance) must approve President's travel.

Contact Accounts Payable at 898 -6426 with any questions

CSU, Chico



Travel – Signature Authorization

As of **March 2017**

EXAMPLE B

Division – *President's Office*
President – *Gayle Hutchinson*

The following signatures must be included on travel forms:

Department	Travel Request Approval	Travel Expense Claim (TEC)	Position/Title
President's Office	President	Brooke Banks	Chief of Staff & Executive Assistant to the President

The following applies when approving Travel Expense Claims:

- Chief Financial Officer (VP for Business and Finance) must approve President's travel.
- President may delegate approval of Provost/Vice President's travel to a designated Vice President.